

# RECONCILIATION:

## Treasury's Policies and Procedures

Normika Brown

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# FMS Actions on Audit Findings

- Awareness Campaign
- FBWT Training Course
- FBWT Web Site
- Developed Reconciliation Policy
- Suggested Procedures
- On-Site Visits



# Financial Analysis Branch

- Responsibilities:

- Provide the necessary reports and documentation for reconciliation
- Assist agencies with reconciliation
- Monitor agencies reconciliation



# What is FBWT?

- The FBWT is an asset account that represents a future economic benefit of monies that an agency can use for authorized transactions.



## **Chapter I TFM 2-5100**

- What is the Treasury Financial Manual?
- Treasury's official Policy on reconciliation
- Treasury's Fund Balance Reconciliation Procedures.



# Reconciliation Policy

- Reconcile monthly
- Have documented procedures
- Report adjustments based on supporting documents
- Document the reconciliation and make them available for review



# Agency Reconciliation Process

- Deposits-in-transit reconciliation (SOD for Deposits).
- Undistributed reconciliation (SOD for Disbursements).
- Check Issued Reconciliation
- SGL Account 1010 to Treasury's FMS Forms 6653, 6654, and 6655.



# FBWT REPORTS



# FMS 6652 Statement of Differences- Deposit

## STATEMENT OF DIFFERENCES (TFS 6652)

### Deposit Transactions

BUDGET AND FISCAL OFFICE  
WASHINGTON, DC

ACCOUNTING PERIOD ENDED: MARCH 31, 1998

PAGE 1

AGENCY LOCATION CODE (ALC):

20202020

AUDIT MONTH: MARCH 1998

RPT.  
DATE

ACCOUNTING REPORTS  
SUBMITTED BY  
AGENCIES

AGENCY CONTROL  
ACCTS. MAINTAINED  
BY TREASURY

AMOUNT OF  
DIFFERENCE

03 8

20,000

1,000

TOTALS

20,000

1,000

19,000



# FMS 6652 Statement of Differences - Disbursements

## STATEMENT OF DIFFERENCES (TFS 6652)

### Disbursing Office Transactions

BUDGET AND FISCAL OFFICE  
WASHINGTON, DC

ACCOUNTING PERIOD ENDED: MARCH 31, 1998

PAGE 1

AGENCY LOCATION CODE (ALC): 20202020

AUDIT MONTH: MARCH 1998

REF.	RPT. DATE MO Y	RPT SYM	ACCOUNTING REPORTS SUBMITTED BY AGENCIES	AGENCY CONTROL ACCTS MAINTAINED BY TREASURY	AMOUNT OF DIFFERENCE
****	03 8	***	5,000	50,000	
<b>TOTALS</b>			5,000	50,000	45,000*



# FMS 6653

## Undisbursed Appropriation Ledger Account 2080100

REPORTING CYCLE: FEB 1998

F.Y. 1998

PAGE 1

### UNDISBURSED APPROPRIATION ACCOUNT LEDGER (TFS)

ACCOUNT SYMB	TRAN	SUB	LOCATION	REF	ACCTG	RPT	DISB
DPT TR FY MAIN SUB AMOUNT	CODE	CLS	CODE	NUM	DATE	DATE	CODE
2080100							
OPENING BAL:							
NET DISB:							
NON-EXP TRANSFER							
SUB TOTALS:							
BAL FWD-CYR:							
NET DISB:							
NON-EXP TRANSFER							
CLOSING BAL:							



# FMS 6654

## Undisbursed Trial Balance

REPORTING CYCLE: MARCH 1998				F.Y. 1998	PAGE 1
UNDISBURSED APPROPRIATION ACCOUNT TRIAL BALANCE (TFS 6654)					
ACCOUNT SYMBOL				ACCTG	DISB
DPT TR FY MAIN SUB	AMOUNT			DATE	CODE
20x0000				3/98	
BAL FWD-CYR:					
NET DISB:					
CLOSING BAL:					
2080100				3/98	
BAL FWD-CYR:					
NET DISB:					
NON-EXP TRANSACTION:					
CLOSING BAL:					
2080200				3/98	
BAL FWD-CYR:					
NET DISB:					
CLOSING BAL:					
20x4500				3/98	
BAL FWD-CYR:					
NET DISB:					
CLOSING BAL:					
20x6884					
BAL FWD-CYR:					
NET DISB:					

# FMS 6655

## Receipt Account Ledger

FINANCIAL MANAGEMENT SERVICE  
STAR-TREASURY FINANCIAL DATABASE  
RECEIPT ACCOUNT LEDGER  
BY ALL ACCOUNTS

DEPT 20: DEPARTMENT OF TREASURY

ACCTNG DATE: 10/99

										AMOUNT
ACCOUNT SYMBOL				ACCTNG REPORT		POSTING		RPTNG	REFERENCE	
DEPT	TD	FY	MAIN	STC	DATE	DATE	DATE	ALC	ALC	NUMBER
20			2601							
OPENING BALANCE:										0.00
			51	10/99	10/31/99	11/09/99	20202020	20202020		10,000.00
TOTAL CURRENT PERIOD TRANSACTIONS:										10,000.00
CLOSING BALANCE:										10,000.00



# Standard Operating Procedures



# TABLE OF CONTENTS

- Section I      Date of SOP
- Section II     Purpose
- Section III    Acronyms and Forms
- Section IV    Background
- Section V     Policy
- Section VI    Fund Account Symbols
- Section VII   Agency Location Code
- Section VIII   Fund Balance Reconciliation
- Section IX    General Information
- Appendices



# APPENDICES

- Appendix 1: Sample Reconciliation Worksheets
- Appendix 2: Transaction Codes
- Appendix 3: Journal Voucher
- Appendix 4: Sample Reconciliation Correspondence
- Appendix 5: Fund Balance Process and Reconciliation Flowchart
- Appendix 6: References
- Appendix 7: Contacts
- Appendix 8: Glossary of Terms



## 215/5515 Log Entry

	Report Date	Document Date	Document Number	Account # 2080100	Account # 202601	Account # 20X4500	Total \$
A	3/20	3/20	488890		\$40,000.00		\$40,000.00
B	3/21	3/21	95121		(\$3,000.00)		(\$3,000.00)
C	3/22	3/22	488880	\$5,000.00			\$5,000.00
F	3/22	3/22	Fedtax	(\$10,000.00)			(\$10,000.00)
				(\$5,000.00)	\$37,000.00	\$0.00	\$32,000.00

## Disbursement Log Entry

	Schedule #'s		Date	Date	Account #	Account #	Account #	Total \$
	Opac	SF1166	Cert.	Accmp	2080100	20X0000	20X4500	
D	01		3/9	3/9			\$ (6,000.00)	\$ (6,000.00)
I		Cad-1	3/2	3/2	\$ 20,000.00			\$ 20,000.00
L	11111		3/3	3/3	\$ 30,000.00			\$ 30,000.00
N		Cad-2	3/8	3/8		\$ 783.00		\$ 783.00
N		1098	3/8	3/8		\$ (783.00)		\$ (783.00)
					\$ 50,000.00	\$0.00	\$ (6,000.00)	\$ 44,000.00



**Worksheet 1A:**  
**Agency Name: FMS 6655 and General Ledger Reconciliation**

From 00/00 through 00/00

**202601**

<b>(A) Month Reported</b>	<b>(B) Document No.</b>	<b>(C) Month Cleared</b>	<b>(D) FMS 6655</b>	<b>(E) General Ledger</b>	<b>(F) Net Difference</b>	<b>(G) Cumulative Difference</b>
<b>10/99</b>	<b>12345</b>	<b>11/99</b>	<b>10,000</b>	<b>1,000</b>	<b>9,000</b>	<b>9,000</b>

# Worksheet 1C, Part 1: Proposed Adjustments to Resolve the Statement of Differences for Deposits

ALC Number

	Accounting Month	Document	Increases (Treasury)	Decreases (Agency)	Explanation
1	4/98	SF215	0	10,000	Valid 215 rptd by agency but not by Treasury/FI
2	4/98		<b>-9,000 Adj.</b>		Agency report 10,000 and confirmed with source documents that it should have only been 1,000



# Worksheet 1C, Part 2:

## Statement of Differences for Deposits Reconciliation

TREASURY DOC #	TREASURY AMOUNT  Agency Unreported	DATE CLEARED	AGENCY REF #	AGENCY AMOUNT  Treasury Unreported	DATE CLEARED
			SF215	<b>10,000</b>	
SF215	<b>-9,000</b>				
TOTAL	<b>-9,000</b>			<b>10,000</b>	
<b>1</b>	Agency reported on SF 224, 1219, 1218 per FMS 6652			<b>20,000</b>	
<b>2</b>	<b>LESS:</b> Treasury unreported items			<b>10,000</b>	
<b>3</b>	<b>ADD:</b> Agency unreported items			<b>(9,000)</b>	
<b>4</b>	Treasury balance per FMS 6652 (agency control accounts maintained by Treasury)			<b>1,000</b>	

MONTH, YEAR RECONCILIATION RECAP		
<b>5</b>	FMS 6652 difference (difference between Ag and Tr rptng)	<b>19,000</b>
<b>6</b>	Agency items (Treasury unreported items)	<b>10,000</b>
<b>7</b>	Treasury items (Agency unreported items)	<b>(9,000)</b>
<b>8</b>	Worksheet difference	<b>19,000</b>
<b>9</b>	Unreconciled amount	<b>0</b>

FORMULAS: (1) – (2) + (3) = (4), 20,000 – 10,000 +(9,000) = 1,000  
 (6) – (7) = (8), 10,000 – (- 9,000) = 10,000 + 9,000 =19,000  
 (5) – (8) = (9), 19,000 – 19,000 = 0

# Daily Reconciliation Tools

- CASHLINK II & GOALS II/IAS
- CASHLINK II - Agency Access
- GOALS II - RFC/Agency Link
- GOALS II - IPAC
- Financial Analysis Branch Contact



# Most Commonly Made Errors

- Difference between the dollar amounts reported by the bank, RFC, IPAC system and the agency.
- Transaction posted to the incorrect ALC.
- Transaction reported to the incorrect month.



# Helpful Hints

- Reconcile the FBWT SGL 1010 account monthly to FMS 6653, 6654 and 6655.
- Receipt of microfiche will be discontinued as of August 2001.
- Support adjustments to the G/L with valid documentation.
- Research differences.



# Contact Information

- Mamie Goodwin, Acting FAB Manager  
202-874-7980
- Normika Brown, FBWT Team Leader  
202-874-7752
- [www.fms.treas.gov/fundbalance](http://www.fms.treas.gov/fundbalance)
- Email: [fund.balance@fms.treas.gov](mailto:fund.balance@fms.treas.gov)